

COURT ACCOUNT CLERK II

DEFINITION

Under direction, performs complex clerical accounting work in revenue processing; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

The Court Account Clerk II is the advance working level class in the series. Employees of this class are expected to work independently at a court site and perform complex clerical accounting work. The Court Account II provides functional supervision to court services personnel performing cashiering work. The Court Account Clerk I works within central administration performing less complex work in the areas of accounts payable and payroll.

ESSENTIAL FUNCTIONS

1. Provides functional supervision and training to Court Services Clerks acting as cashiers; provides bank and cashes out clerks at the end of the work day; assists cashiers with problems; reopens closed cases for corrections.
2. Prepares bank deposit for the court district; processes NSF checks; runs daily reports; maintains cash difference and petty cash funds.
3. Prepares and generates a variety of monthly reports including bail, bank deposit acknowledgment, fund distribution, and city settlements.
4. Prepares and reviews all monthly reconciliations including bail, trust, general, NSF and jury.
5. Refunds and expenses jury fees; transfers old jury fees to revenue; refunds filing fees.
6. Verifies collection service deposits and prepares voids from collection service invoice.
7. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Three years of financial record keeping experience that involved the maintenance of data bases or spreadsheets or any combination of training and/or experience that could likely provide the desired knowledge and abilities. Experience with cash handling or cashiering is highly desirable.

Knowledge of

Alpha and numeric filing procedures; spreadsheet programs; Court revenue procedures; cash control procedures; modern office methods, procedures, terms, and equipment; principles of office and records management.

Ability to

Use database and spreadsheet programs; understand and apply revenue procedures; organize work and meet deadlines; use a personal computer; maintain confidentiality; communicate effectively both orally and in writing; operate a 10-key adding machine; use a personal computer; maintain complex filing systems in accordance with law and standard practice; make arithmetic computations; establish and maintain effective working relationships with superiors, peers, subordinates and the general public; reconcile accounts; analyze accounting problems and provide solutions; establish and maintain working relationships with Court and County staff, government agencies, and public; prepare reports.

Special Requirements

A California driver's license requirement will be reviewed on a position basis in accordance with ADA regulations.

PHYSICAL CHARACTERISTICS

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing to communicate with the public and court staff. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs. such as files, stacks of papers, reference and other materials. Moving from place to place within an office; some reaching for items above and below desk level.

Date Est. 4/00